



ENDOWMENT POLICY

NEW BUSINESS APPLICATION FORM (INDIVIDUALS & TRUSTS)

VERSION NUMBER 4.0

IMPORTANT INFORMATION YOU NEED TO KNOW BEFORE YOU INVEST

Financial Advice

Research has proven that receiving good independent financial advice can make a substantial difference to an investment outcome. If you are not comfortable making your own investment decisions, consider using the services of an independent financial adviser (IFA). To locate an IFA in your area, refer to the 'Find an adviser' section of our website. Itransact is a licensed financial services provider for the purposes of distributing and administering this investment product. Itransact does not provide financial advice.

Product Information

Please ensure that you choose the right product before you invest. Refer to our product fact sheets, brochures, fee disclosures and research made available on our website.

INVESTMENT PROCESS

<p>STEP 1 Complete the form and agree to the terms and conditions</p>	<p>To ensure there is no delay in processing your investment, please complete the form accurately and ensure you understand the terms and conditions you are entering into. Depending on the investment type and/or product you may be required to complete and provide additional forms.</p>
<p>STEP 2 Send documents to Itransact via Email</p> <p>Additional forms and FICA requirements for trusts are available on our website in the 'Forms & Downloads' section.</p> <p>www.itransact.co.za</p>	<p>Email your documents to: newbus@itransact.co.za</p> <p>If you experience difficulties transmitting your documents to us, please call us on 0861 468 383 during business hours and we will gladly assist you.</p> <p>Document Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Copy of your bar coded South African ID, valid passport (if a foreign national) or birth certificate (if a minor) <input type="checkbox"/> Proof of your residential address less than three months old <input type="checkbox"/> Proof of your bank details (e.g. cancelled cheque or bank statement) <input type="checkbox"/> Additional forms that may be requested from you in this application form
<p>STEP 3 Fulfilment</p>	<ul style="list-style-type: none"> • We will acknowledge receipt of your documents and contact you if there are any outstanding requirements. • Transactions will only be acted upon after confirmed receipt by the Administrator of a completed and signed investor mandate, investor FICA verification, relevant supporting documentation, and investment funds which have been cleared and made available for investment in the Administrators bank account. • You will receive confirmation once your instruction has been processed. • You will receive an email welcoming you to Itransact. • You will automatically be provided with a secure Itransact online servicing account. New investors are requested to activate their online account by registering on our website within 3 business days. Subsequent products will automatically appear in your online account.
<p>CUT OFF TIMES</p>	<ul style="list-style-type: none"> • Instructions received before 11h00 on a business day will start processing on that day. • Instructions received after 11h00 on a business day will start processing on the next business day. • Instructions received on a weekend or public holiday will start processing on the next business day.

SECTION 1: INVESTOR DETAILS

Investor Type

Individual Trust

Other

Title

Mr Ms Mrs Dr Prof The Hon

First Name

Surname/Registered Name

Trust Registration Number

Identity/Passport Number

If Passport, State Country of Issue

Resident of South Africa

Yes No

Country of Residence (If not South Africa)

Date of Birth (ddmmyyyy)

Gender

Male Female

Income Tax Number (if applicable)

Occupation

VAT Registration Number (if applicable)

Residential/Trading Address

Code

Tick if postal address is same as residential

Postal Address

Code

Cell phone Number

Other Contact Number

Email

SECTION 2: FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA)

(The Foreign Account Tax Compliance Act (FATCA) is a United States federal law requiring United States persons (including those living outside the U.S.) to have yearly reported themselves and their non-U.S financial accounts to the Financial Crimes Enforcement Network (FINCEN), and requires all non-US (Foreign) Financial Institutions (FFI's) to search their records for suspected US persons for reporting their assets and identities to the US Treasury)

Natural Persons

Are you a tax resident of another country other than South Africa?

Yes No

Is your Country of birth or Nationality not South Africa?

Yes No

Juristic Persons

Is the Juristic person or its beneficiaries or shareholders registered for tax in another country other than South Africa?

Yes No

Is your Country of birth or Nationality of any other beneficiaries or shareholders not South Africa?

Yes No

If you have answered 'Yes' to any of the previous questions, please complete the Foreign Account Tax Compliance Act - Self-certification Form available from the Administrators website or from your Financial Advisor.

SECTION 3: METHOD OF COMMUNICATION & PRIVACY OF PERSONAL INFORMATION

(Please note that email will be used as the default method of communication by the Administrator. All communication with the Administrator by the Investor must also be via electronic means, which includes email, fax and telephonic communications using the details provided in Section 11 below.)

Protection of Personal Information

- We will not collect, collate, process or disclose your personal information without your express written consent, unless legally required to do so or it is for the maintenance of your investment.
- We will only electronically request, collect, collate process or store your personal information it is lawful for us to do so.
- Should your personal information be required, we will disclose to you in writing the specific purpose for which it is needed. Furthermore, we will not disclose your personal information for any purpose other than the one disclosed to you, nor will it disclose any of your personal information to a third party without your express written consent, unless it is required of us by law or it is for the maintenance of the investment.
- We will keep a record of your personal information and the purpose for which it was used.
- We will take all reasonable steps to ensure that your personal information remains confidential and secure by storing it on our secure database.
- We keep all financial and investment information that it records strictly confidential and will not disclose it to any third party that has no right or title to the information.
- We will endeavour to take all reasonable and necessary precautions to secure access to your transactions.

Do you agree to receive occasional marketing information relating to your investment from the administrator?

Yes No

SECTION 6: BENEFICIARY FOR PROCEEDS

(Beneficiary for proceeds is a party to whom the proceeds of the investment pass on to on the death of the investor. Please see section 5 of the Policy terms and conditions)

First Name (Or name of trust)

Surname

Identity/Passport Number (Or Trust Registration Number)

Relationship

Country of Residence

Percentage Share

First Name (Or name of trust)

Surname

Identity/Passport Number (Or Trust Registration Number)

Relationship

Country of Residence

Percentage Share

SECTION 7: INVESTMENT DETAILS

Product Selection

(Please indicate the name(s) of the relevant available Product(s) you wish to invest in. A minimum of R100 000 is required for each product selected.)

Product Names

Amount in Rands

TOTAL AMOUNT

Amount in Words

Source of Funds

Salary

Policy

Donation

Saving

Investment

Inheritance

Other

(Please Specify)

Method of Payment (Note that Itransact does not accept cheques)

Lump-sum Investment (Please take note of the restrictions regarding the Itransact bank account details below)

ITRANSACT BANK ACCOUNT DETAILS

For security reasons and to comply with the Financial Intelligence Crime Act (FICA) the Administrator must perform certain security checks with you as the investor before it may provide you with the bank details and investor reference to be used by you when making a lump sum investment.

Once you have received the bank account details and reference number from the Administrator, and have made a payment, you are required to provide the Administrator with the proof of payment (copy of deposit slip or online payment confirmation) by submitting it via email to the email address stated on the first page of this application form. No transaction will be finalised without receiving the proof of deposit.

Electronic fund transfers are recommended. If you make a deposit by cheque it may undergo a clearing period of between 10 and 15 business days with your bank before the funds are made available for investment.

SECTION 8: INVESTOR BANK DETAILS

(This bank account must be in the name of the Investor stated in Section 1 only)

Name of Account Holder	<input type="text"/>
Name of Bank	<input type="text"/>
Account Number	<input type="text"/>
Branch Name	<input type="text"/>
Branch Code	<input type="text"/>
Account Type	<input type="text"/>

SECTION 9: INVESTOR DECLARATION

General

The Investor, or where applicable, the Investor’s authorised signatory, by appending their signature hereto, further states, declares, warrants, acknowledges, understands, confirms and consents that;

(Select one option only)

- A Financial Services Provider has been appointed to assist with this investment on a non-discretionary basis.
- A Financial Services Provider has been appointed to assist with this investment on a discretionary basis (in which case proof of authority must be provided by the investor to the Administrator)
- No Financial Services Provider has been appointed and that all references made to such shall not be applicable for as long as no such appointment is made.

And that;

1. The latest terms and conditions and the relevant investment media including the features of the Policy including, but not limited to, its underlying investments, fees, costs, disclosures and risks associated to investing in the Policy have been read and fully understood, and that the aforesaid information has been obtained by the Investor itself, and that it is the Investors responsibility to act upon this information, whether a Financial Service Provider has been appointed or not.
2. All statements provided by the Investor in this form are true and correct in every respect and that such statements, together with the Administrators investment confirmation, shall form the basis of the contract, which is to be entered into with the Administrator in terms of the Financial Advisory and Intermediaries Services Act (FAIS).

3. Where a Financial Services Provider has been appointed, that neither the Financial Services Provider nor any representative of the Financial Services Provider is an employee or agent of the Administrator and that the appointed Financial Services Provider acts as the Investor's agent and that neither the Administrator nor any other party appointed from time to time to administer the Policy can be held liable for any act or omission of the Financial Services Provider and/or any representative of the Financial Services Provider.
4. If the appointed Financial Services Provider and/or its representative's services are terminated, that it is the Investors responsibility to immediately inform the Administrator in writing of such termination where after the Administrator will cease payment of all fees, other than accrued fees, to the Financial Services Provider.
5. All instructions to the Administrator must be signed by the Investor or the Investor's duly authorised signatory (or guardian in the case of a minor) and may not be signed by the Financial Services Provider on behalf of the Investor, except where the Financial Services Provider is appointed on a discretionary basis and proof of authority has been provided by the Investor the Administrator.
6. It is the Investor's responsibility to ensure the receipt of any instruction and/or document by the Administrator.
7. There are certain requirements in terms of the Financial Intelligence Centre Act (FICA) which need to be complied with before this investment may be processed and that these requirements have been understood by the Investor and where applicable explained to the Investor by the Financial Services Provider.
8. The Investor is not a United States Person or a resident/national in any of the UN Sanctioned countries jurisdictions or is an entity or a member of an entity, that is owned or controlled by any person or entity that is resident, located, incorporated or registered in the United States or any UN Sanctioned country nor a US person as defined in the Foreign Account Tax Compliance Act of the USA. In terms of the Financial Intelligence Centre Act, 2001, the Insurer or the FSP/Representative will require a certified copy of the Investor's identity document/passport, appropriate proof of the Investor's current residential address, together with certain personal and financial information. The information required will vary depending on the nature of the investor. The investor further acknowledges that, the Administrator will not be permitted to remit the proceeds of any sale or distribution until acceptable identification is provided. The investor also acknowledges that the money which he is investing is not derived from the "proceeds of unlawful activities", as defined in the Prevention of Organised Crime Act (POCA)
9. To receiving reports from the Administrator on a regular basis.
10. Online services are provided to Investors on a continual basis where Investors apply for such services from the Administrator.
11. Where the value of the investments held under the Policy at any time is less than R1000, that the Administrator reserves the right to cancel the Policy without informing the Investor and/or where applicable, the appointed Financial Services Provider, and refund the amount to the Investors bank account recorded on this form.
12. Where the Investor has appointed a Financial Services Provider, the Investor agrees that the Financial Service Provider is able to access the Investors information continuously via electronic means made available by the Administrator.

Fees and charges that apply to this product

(It is important to note that all advice, administration and transactional fees referred to in this section are integrated into the structure of the underlying instrument.)

Note that you should refer to the specific Investment Product Media to obtain the actual fees related to this product. The fees displayed below are the maximum permissible fees and charges for the full term of the Product.

Once off financial advice fee	3% (excluding value added tax)
Once off administration fee	1% (excluding value added tax)
Once off insurer fee	1% (no value added tax on the endowment policy)
Maximum permissible fees	5%

Additional fees and charges:

I acknowledge that if I elect to:

- a) Withdraw, partially withdraw or surrender my investment earlier than the scheduled maturity date; or
- b) Cede my rights in respect of the policy to a third party;

I may not receive the full amount back that I initially invested and in addition I will be liable to pay to the administrator the following additional charges and/or fees;

- Cession Fee: R570,00 (Five Hundred and Seventy Rand) excluding VAT.

Please note that the above charges and/or fees may be varied upon three months' prior written notice to the Investor.

I hereby acknowledge and understand that I will be legally bound by any contract entered into between the Issuer, Insurer and the Administrator in order to fulfil and deliver this instruction which I have authorised, and:

I acknowledge that I understand and agree to the fees, charges and penalties applicable to this investment and, where applicable, have also discussed and agreed to them with my Financial Adviser, specifically the initial advice fee payable to my Financial Adviser as specified in Section 10.

Date (ddmmyyyy)

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Signature of Authorised Financial Services Provider/Representative

Print Initials and Surname

SECTION 11: FINANCIAL SERVICES PROVIDER, FINANCIAL ADVISER/REPRESENTATIVE DETAILS

Financial Services Provider Details

Name of Financial Services Provider (If a legal entity)

Telephone Number

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Facsimile Number

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Email Address

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Financial Services Provider Code with Itransact (House Code)

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Tick the box if the details below are the same as the FSP details above

Financial Adviser/Representative Details

First Name

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Surname

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Telephone Number

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Facsimile Number

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Email Address

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Financial Adviser/Representative Code with Itransact

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SECTION 12: IMPORTANT CONTACT INFORMATION

Financial Advisor Support Centre

Telephone 086 143 2383 | Fax 086 743 6959 | Email info@itransact.co.za

Investor Support Centre

Telephone 086 146 8383 | Fax 086 743 6959 | Email investor@itransact.co.za

www.itransact.co.za